

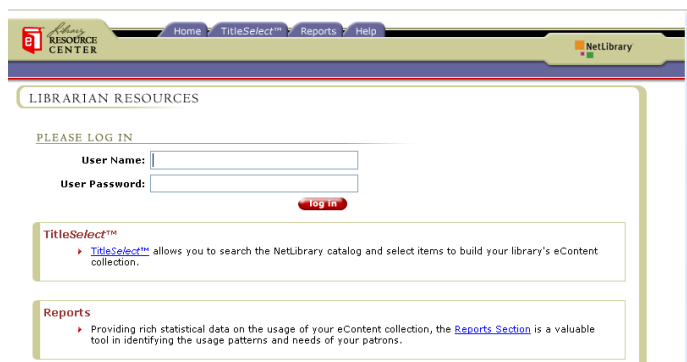
# Retrieving NetLibrary eAudioBook Usage Statistics

Idahoans frequently access the NetLibrary eaudiobooks through the LiLI Portal at [www.lili.org](http://www.lili.org). Patron authentication through the LiLI Portal requires the user to identify his or her home library. The library the user chose in the authentication process is where the usage by that individual was attributed.

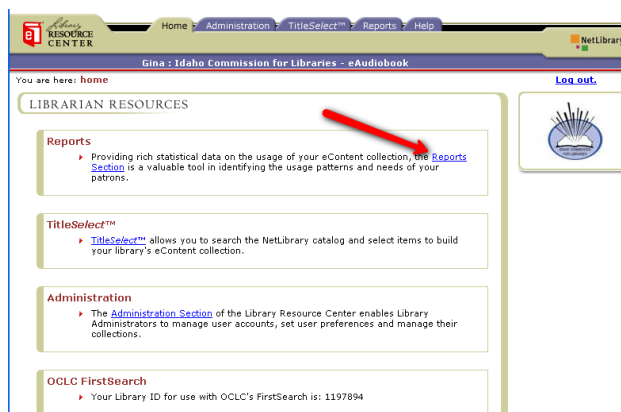
To check the usage activity attributed to a library, follow the following steps:

1. Point your browser to <http://extranet.netlibrary.com/ResourceCenter/>

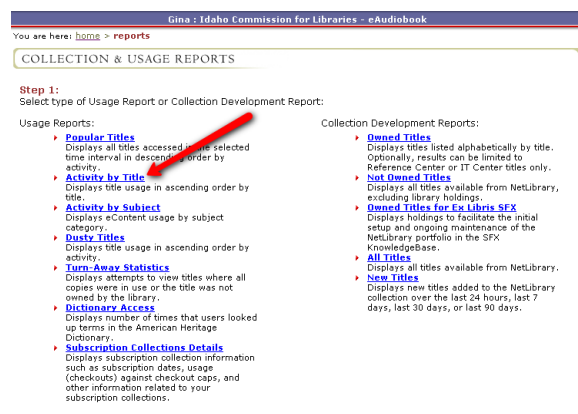
2. Log in with your Administrative username and password. If you do not know this, contact NetLibrary Help Desk at 800-848-5800 (Option 7 in the automated answering system).



3. Click on REPORTS SECTION.



4. Click on ACTIVITY BY TITLE



5. Customize the report by selecting an “Activity Interval” – the time period for the report being requested.
6. Select the “Content Type.” Be sure to select “eAudiobook” to retrieve accurate statistics for eaudiobook usage.
7. Select the number of rows to display per page when the report is retrieved.

## COLLECTION & USAGE REPORTS

### Step 2:

Customize your **Activity by Title** Report:

#### Activity Interval:

☐ Lifetime of account  
☒ From: October 01 2007  
 To: September 30 2008

#### Content Type:

☐ eBook  
☒ eAudiobook

Rows to Display per Page: 100

8. Select the Collection(s) for which usage data is needed. For simplicity, use the ADD ALL option to search all eaudiobook collections to which the library has access.
9. Select ADD ALL below the “Available Member(s)” section to add the library to the list of those queried. Only the one library should be listed, except in some consortium agreements.
10. After entering the information for the customized report, click SUBMIT. After a short wait, the report will be displayed.

Select Collection(s) and Member(s):

All NetLibrary Usage  
or  
Custom Collection Usage as specified below ...

Select Collection(s):

Available Collection(s)

Add All >>>

Selected Collection(s)

Edaho Commission for Libraries - eAudiobook  
eAudiobook - Recorded Book - CD - Holy Bible  
eAudiobook - Recorded Book - Children and Young  
eAudiobook - Recorded Book - General Collection  
eAudiobook - Recorded Book - Home Language  
eAudiobook - Recorded Book - ICB in Canada Core

Select Member(s):

View ALL Usage of the selected collection(s)  
or  
View usage of the selected collection(s)

Available Member(s)

Add All >>>

Selected Member(s)

Edaho Commission for Libraries

Use "Add All" to retrieve data on all the collections available in your NetLibrary subscription. To select individual collections, highlight the collection name, then click "add" in the center of the section.

Click "Add All" to add the library to the list. Likely only the one library will be listed, except in some consortial situations.

**Submit**

Title: To select and add multiple items in one step, "Control" (or "Command" on Mac) users, then press the "Add" button.

## REVIEWING THE REPORT

- Sort the report in a variety of ways by clicking the column headings. For example, clicking “Accesses” will sort the report so that the titles most-often downloaded are listed at the top. A second click will reverse the order. The report may also be sorted by Title, Subject, Author, and other characteristics.
- “Total Records Returned” indicates the total number of titles available in the databases selected for the customized report. If “Add All” was selected in Step 8, this number would show the total number of eaudiobooks available to the library’s users.
- The bottom of the report will show the “Total Accesses.” Each “access” is a download of a title indicating one use of it.